March 9, 2020
1:55PM

Dear parents and participants of Community Action Council (the Council):

This letter is intended to inform you about how the Council is and will continue to respond to the concerns of COVID-19, or coronavirus.

Harrison County

As you may know, the Council operates both a direct-managed early childhood education center and a community neighborhood center in Harrison County. Over the weekend, our senior leadership team closely followed the information related to the state’s first confirmed case of COVID-19 in Harrison County on March 6, 2020. I also spoke with Harrison County Judge Executive Alex Barnett and county health officials a few times to gather the most up-to-date information.

Out of an abundance of caution for the health and safety of all children and families—and in keeping with the decision of Harrison County Public Schools to close for the week—on Sunday evening my senior leadership team and I decided to close all our Harrison County operations for the week of March 9-13, 2020. Parents and staff were immediately notified once the decision was made.

All of Harrison County’s Early Head Start, Head Start and neighborhood center operations (located at 216 Old Lair Road in Cynthiana) will be closed to the general public the week of March 9-13, 2020.

Harrison County residents in need of assistance throughout the week are still encouraged to call the Harrison County number at 859-234-2121. Phones will continue to be answered by our staff members during normal business hours.

Other Core Counties of Bourbon, Fayette and Nicholas

As of this writing, I do not intend to close any of our other neighborhood community centers in the counties of Bourbon, Fayette and Nicholas.

Also, even if other school districts in our core-county service area decide to close amid concerns of COVID-19, the Council’s direct-managed early childhood education centers, called Prep Academies, will continue to open at their usual time. However, I reserve the right to make any changes to this decision as the need arises. Should that happen, parents and staff impacted by a new decision will be immediately informed.
Heightened Health Alert Status

The Council has been advised that all of its operations in all locations should be placed on “heightened health alert” status.

What this means is that additional signage will be visible in all of our locations describing the recommended best practices for good hygiene from the Centers for Disease Control (CDC) as well as Kentucky’s state and local health departments. Additionally, all staff and community residents in our buildings will be directly asked to use available hand sanitizer upon entering and exiting the building, classrooms or offices. Tissues will be offered if a child or adult is observed to be coughing or sneezing.

Remember, the best prevention strategies are:

- Wash your hands;
- Cough/sneeze into a tissue;
- Stay home if you feel sick; and
- Avoid shaking hands and touching your eyes, nose and mouth.

If you or your child has a fever of 100.4 degrees Fahrenheit or higher, please stay home. Children in our Prep Academies with a fever of 100.4 degrees Fahrenheit or higher will be sent home.

I thank you for your patience and your support as our senior leadership team makes decisions to ensure the utmost care and consideration of all of our participants and staff.

We intend to make regular updates on our Facebook social media platform as the need arises. For any questions or concerns, please do not hesitate to contact our central office in Lexington at 859-233-4600.

Warm regards,

Sharon Price, MS, CCAP
Executive Director
Community Action Council